



Agency Records Disposition Schedule

Department: Department of Higher Education

Section:

Division: Central Office and Student Aid

Sub-Section:

TITLE: Active Files - Programs Office, maintained in a secure area

CUTOFF: EOSFY

DESCRIPTION: Active Files - Programs Office, maintained in a secure area

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10660

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Annual Report

CUTOFF: EOSFY

DESCRIPTION: Annual Report

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10641

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Applications for Grants

CUTOFF:

DESCRIPTION: Applications for Grants

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10656

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Higher Education

Section:

Division: Central Office and Student Aid

Sub-Section:

TITLE: ATOM records - Automated transfer of money

CUTOFF:

DESCRIPTION: ATOM records - Automated transfer of money - Disbursement of federal student loan funds to colleges and universities

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17678

SERIES STATUS: Approved

APPROVAL DATE: 7/31/2003

TITLE: Bankruptcy Cases

CUTOFF: EOSFY

DESCRIPTION: Bankruptcy Cases

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10667

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Budget Formulation Papers

CUTOFF:

DESCRIPTION: Budget Formulation Papers

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10640

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Higher Education

Section:

Division: Central Office and Student Aid

Sub-Section:

TITLE: Contract Releases - Includes requisitions, warrant requests, revenue transmittals

CUTOFF:

DESCRIPTION: Contract Releases - Includes requisitions, warrant requests, revenue transmittals

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10638

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Federal Program Files

CUTOFF:

DESCRIPTION: Federal Program Files

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10653

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Federal Reinsurance Reports

CUTOFF: EOFFY

DESCRIPTION: Federal Reinsurance Reports

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10669

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Higher Education

Section:

Division: Central Office and Student Aid

Sub-Section:

TITLE: Grants and Reports

CUTOFF:

DESCRIPTION: Grants and Reports

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10657

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Higher Education Applied Projects File

CUTOFF: EOSFY

DESCRIPTION: Higher Education Applied Projects File

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10665

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Inactive Files - Currently in Program Office

CUTOFF: EOSFY

DESCRIPTION: Inactive Files - Currently in Program Office

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10661

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Higher Education

Section:

Division: Central Office and Student Aid

Sub-Section:

TITLE: Junior College Records - Some may be designated for long-term retention at State Archives

CUTOFF:

Student

DESCRIPTION: Junior College Records - Some may be designated for long-term retention at State Archives

RETENTION: Years: 3 Months: 0 Days: 0

Student Aid Programs Grant

Programs

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10654

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Late Disbursement Records

CUTOFF: EOSFY

DESCRIPTION: Late Disbursement Records

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10668

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Lender Program Reviews

CUTOFF: EOSFY

DESCRIPTION: Lender Program Reviews

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10671

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996



Agency Records Disposition Schedule

Department: Department of Higher Education

Section:

Division: Central Office and Student Aid

Sub-Section:

TITLE: Loan Reports

CUTOFF:

DESCRIPTION: Loan Reports

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10663

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Master Ledger of Loan Program

CUTOFF: EOSFY

DESCRIPTION: Master Ledger of Loan Program

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10662

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Minutes of Coordinating Board

CUTOFF: EOSFY

DESCRIPTION: Minutes of Coordinating Board

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10639

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Higher Education

Section:

Division: Central Office and Student Aid

Sub-Section:

TITLE: Missouri Tax Offset

CUTOFF: EOSFY

DESCRIPTION: Missouri Tax Offset

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10666

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: News Releases

CUTOFF:

DESCRIPTION: News Releases

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10642

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996

TITLE: Records related to the establishment of junior college districts (petitions, ballots, etc.)

CUTOFF:

DESCRIPTION: Records related to the establishment of junior college districts (petitions, ballots, etc.)

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10664

SERIES STATUS: Approved

APPROVAL DATE:

3/21/1996



Agency Records Disposition Schedule

Department: Department of Higher Education

Section:

Division: Central Office and Student Aid

Sub-Section:

TITLE: School Program Reviews

CUTOFF: EOSFY

DESCRIPTION: School Program Reviews

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10670

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: State Student Incentive Grant Program Records Federal

CUTOFF:

Loan Program

DESCRIPTION: State Student Incentive Grant Program Records Federal

RETENTION: Years: 3 Months: 0 Days: 0

Loan Program

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 10658

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996

TITLE: Statistical Reports

CUTOFF:

DESCRIPTION: Statistical Reports

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 10644

SERIES STATUS: Approved

APPROVAL DATE: 3/21/1996
